APPENDIX D-4
Record Content Analysis Instrument
(Database Fields)

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The following table represents the Microsoft Access© database structure devised and used to collect data for the record content analysis. The first column presents the data category, or criteria assessed; the second column shows the range of allowable data entries; and the third column contains information concerning operationalization of the criteria to assist in investigators' recall of rationale.

Criteria*	Values**	Data Coding Notes
Server	− http − index-based	
Host	− FedWorld − GPO − nonbrokered	
ASCII text available	y/n	
HTML available	y/n	
PDF available	y/n	
SGML available	y/n	
File format errors present	y/n	word wrap, uncontrolled indents, missing text
Spelling errors/typos present	y/n	
All dates in yyyymmdd format	y/n	examine all dates in record
Acronyms	− defined − not defined − nu	
Legislative cite utilized	y/n	
Capitalization style	− all caps − elements only cap − mixed − other − sentence case	
Indentation present	y/n	regardless of adherence to *Guidelines*-specified style
Total number of elements utilized	integer	element is presented and populated (including where "none", "n/a", or similar acknowledgment of an absence of substantive content is present)
Blank elements present		element/subelement label present and no value present
Locally defined elements	actual value	any element/subelement not mentioned in *Guidelines*; count null value if element label present
Hotlinks	element label	of value containing hypertext
Elements in preferred display order	y/n	per *FIPS 192*

(continued)

Criteria*	Values**	Data Coding Notes
Object represented	– administrative catalog – agency homepage – bibliographic database – form – job line – miscellaneous documents in ad hoc collection – organization – program – publication – publications catalog – subject matter database – system of systems – unknown	see semantics in Appendix C-4 Record Content Analysis Methodology
Aggregation	– aggregated object represented – discrete object represented – object aggregates metadata – record aggregates objects – unknown	see semantics in Appendix C-4 Record Content Analysis Methodology; "object aggregates metadata" overrides "discrete object represented"—e.g., discrete publications catalog
Container	– broadcast (radio or TV) – CD-ROM – dialup – email – fax – ftp – gopher – listserv – microform – multiple – print – unknown – video – voice/telephone – web	

(continued)

Criteria*	Values**	Data Coding Notes
Title descriptive	y/n/nu	per *Guidelines*: "…conveys the most significant aspects of the referenced resource…provide[s] sufficient information to allow users to make an initial decision on likely relevance…convey[s] the most significant information available, including the general topic area, as well as a specific reference to the subject."
Originator utilized	y/n	
Originator subelements utilized	y/n	"yes" even if no subelement label present
Originator subelements labeled	y/n	
Index terms-controlled utilized	y/n	
Thesauri	actual value	
Local subject terms	− actual value if "US Federal GILS" or "U.S. Federal GILS" − nu	
Abstract descriptive	y/n/nu	
Purpose utilized	y/n	
Agency program utilized	y/n	
Availability-distributor utilized	y/n	
Availability-resource description utilized	y/n	
Availability-order process utilized	y/n	
Source of data utilized	y/n	
Methodology utilized	y/n	
Access constraint	− "none" − named − nu	use "named" when value is substantive
Use constraint	− "none" − named − nu	use "named" when value is substantive
Point of contact	− job title − nu − office − other − personal name	
Schedule number	actual value	
Control ID utilized	y/n	
Record source subelements utilized	y/n	"yes" even if no subelement label present
Record source subelements labeled	y/n	
Date of last modification	actual value	

*   Criteria are arranged in convenience order for data collection using visual examination of printed record.
**   y = yes; n = no; nu = element not utilized.